United Nations ST/AI/2000/3

Secretariat

4 April 2000

Administrative instruction*

Overtime compensation for staff members in the Field Service category at established missions

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, promulgates the following to implement staff rule 103.12 (a) and (c):

Section 1
General provisions

1.1 The present instruction sets out the conditions under which staff members in the Field Service category through the FS-5 level serving at established missions shall be compensated for overtime work and stand-by duty.

1.2 In the interests of the health of the staff and the efficiency of the service, supervisors shall not require any individual staff member to work more than forty hours of overtime during any one month, except when unusual exigencies of service so require.

Section 2
Definitions

For purposes of the present instruction, the following definitions shall apply:

(a) "Established missions" means missions recognized as official parent duty stations where assignments of one year or longer gives rise to an assignment grant;

(b) "Scheduled work day" means the number of working hours in effect on any day of the scheduled work week, less the authorized lunch break;

(c) "Scheduled work week" means the period of five working days assigned to the staff member during seven consecutive calendar days;

(d) "Overtime" means time worked in excess of the scheduled work day or in excess of the scheduled work week, or time worked on official holidays, provided that such work has been authorized in advance by the appropriate official;

(e) "Stand-by duty" means time during which a staff member is not required to be present at work but is expected to report to work as soon as requested to do so.

Section 3
Credits for overtime work

3.1 Credits for overtime shall be given and recorded as follows:

(a) At the straight time rate for work done in excess of the scheduled work day on any working day of the scheduled work week for the time corresponding to the difference between the scheduled work day and eight hours of work on that day;

(b) At the one and one-half times rate for work in excess of eight hours on any working day and for work on the sixth day of the scheduled work week;

(c) At the double rate for work:

(i) On the seventh day of the scheduled work week. Overtime done on a Sunday shall be credited at twice the rate only when Sunday is the seventh day of the scheduled work week. When

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Sunday is not the seventh day of the scheduled work week, overtime work shall be credited at the straight rate or one and one-half times rate, as appropriate;

(ii) On an official holiday, subject to the Secretary-General's authority to require any staff member to work on a holiday that falls during a period of emergency. In that event, the Secretary-General shall set another working day to be observed as the holiday and the holiday falling during the period of emergency shall be treated as a normal working day.

3.2 Overtime shall be reckoned to the nearest half hour. Overtime of less than one half hour on any day during the scheduled work week shall be disregarded.

3.3 A staff member who is required to work on the sixth or seventh day of a scheduled work week or on an official holiday shall receive credits based on no less than four hours of overtime work, which shall be credited at the one and one-half times rate or at the double rate, as appropriate.

Section 4
Compensation for overtime

4.1 Subject to the exigencies of service, overtime shall normally be compensated as compensatory time off corresponding to the number of credited hours, to be taken at any time during the four months following the month in which the overtime work has been performed.

4.2 The head of administration at each established mission shall initiate a review of overtime credits, which shall be conducted three times a year. If, at the time of such review, it is determined that a staff member has accumulated more than forty credit hours which could not be authorized as compensatory time off because of the exigencies of service, each credit hour in excess of forty hours shall be paid at the hourly rate computed on basis of the aggregate of the staff member's base salary and language allowance, if any. Accumulated credits of forty hours or less shall be carried forward and counted as part of the staff member's accumulated entitlement at the time of the next review.

Section 5
Temporary assignment, transfer or separation from an established mission

5.1 When a staff member is assigned on temporary duty (TDY) from an established mission to a special mission, transferred from an established mission to another, or separated from an established mission, a review of overtime credits shall be conducted within a reasonable time prior to the staff member's departure.

5.2 Subject to operational needs, the staff member shall be afforded the opportunity to use accumulated credits for compensatory time off in excess of forty hours that could not be taken previously owing to the exigencies of service.

5.3 When, owing to operational needs, compensatory time off cannot be taken in accordance to section 5.2, the following shall apply:

(a) For staff members assigned on temporary duty (TDY) to a special mission, credits in excess of forty hours shall be held in escrow during the period of the assignment;

(b) For staff members transferred to another established mission, or separated from an established mission, credits in excess of forty hours shall be paid at the hourly rate computed, as indicated in section 4.2.

Section 6
Stand-by duty

6.1 Staff members may be required to perform stand-by duty, during which they may pursue personal activities as long as they remain available and can be called back to work, and are within easy access to the office. The distance to which staff members may travel while on stand-by duty may be defined for each location.

6.2 The conditions applicable to compensation of overtime shall not apply to stand-by duty, which shall be governed by the following provisions:

(a) Staff members scheduled for daily stand-by duty continuously for one week or longer shall receive a credit of four hours of compensatory time off for each week of stand-by duty;

(b) Credits for compensatory time off for stand-by duty may not be carried from one week to the next;

(c) The actual grant of compensatory time off on the basis of the credit given for stand-by duty is not an automatic entitlement and is subject to the exigencies of service.

Section 7
Final provisions

7.1 The present instruction shall come into force on 1 May 2000.

7.2 Any earlier guidelines and practices followed before the issuance of the present instruction in respect of overtime work and stand-by duty for staff in the Field Service category at established missions shall be abolished or discontinued as from 1 May 2000.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management